

SECTION 1 REQUIREMENTS FOR READY TO LIST**1.1 PURPOSE**

This section provides general references for the Ready to List (RTL) Milestone.

1.2 RESPONSIBILITIES

See Chapter 2 – Roles and Responsibilities of the Project Development Procedures Manual (PDPM) <http://www.dot.ca.gov/hq/oppd/pdpm/pdpmn.htm>

1.3 REQUIREMENTS**1.3.1 RIGHT OF WAY (R/W)****Right of Way Certification****References:**

Title 23 of the Code of Federal Regulations (CFR) Sections 635.309 and 710.311, Right of Way Manual Chapter 14 and Right of Way policy memos.

Railroad Clearance**References:**

Title 23 CFR 646.216 and 635.309, Right of Way Manual Chapters 8 and 14, CCD Guide Section 6.11. Provide copies of the Railroad Clearance Memorandum from Division of Right of Way, plus an electronic copy, in Microsoft Word format, and provide RR Agreements as Supplemental Project Information in the Information Handout.

1.3.2 ENVIRONMENTAL CERTIFICATION**References:**

Title 23 CFR 771.129(c), PRC 21000 et seq., and the Department's Standard Environmental Reference.

Compliance:

Provide an electronic copy to PPM&OE. Provide the signature date and the expiration date, which is either 12 months after the date of signature or the earliest PLAC or other commitment expiration date, whichever occurs first.

1.3.3 DESIGN REQUIREMENTS

a. Standards

See Chapter 80 of the Highway Design Manual:

<http://www.dot.ca.gov/design/manuals/HTML>

b. Water Conservation

<http://www.dot.ca.gov/design/lap/sustainability/water-conservation.html>

c. Agency Agreements

Include copies of fully executed agreements with the Construction Contract Submittal.

1.3.4 FHWA

a. Stewardship Agreement References:

<http://www.dot.ca.gov/design/fhwa/stewardship/2015.html>

b. Public Interest Finding (PIF) References:

<https://budgets.onramp.dot.ca.gov/downloads/budgets/files/fedresources/PIF%20Guidelines%20Jan%202019.pdf>

1.3.5 TRAFFIC OPERATIONS

Overview:

Deputy Directive DD-60-R1, Traffic Management Plans, requires Transportation Management Plans (TMPs) for all planned construction, maintenance, and encroachment permit activities on the State Highway System. The District Traffic Manager or the District Transportation Management Plan Manager verifies that the TMP is updated at RTL.

Reference:

Project Development Workflow Tasks Manual (PDWT), Transportation Management Plan Guidelines and DD-60-R2.

Table 1-1
Expiration and Update Requirements for RTL Documents

| Document | Expires After | Must Be Valid at (Milestone) | Contact Division of | Reference |
|--|--|----------------------------------|---|--|
| R/W Certification | 1 Year | Advertisement Date | Right of Way & Land Surveys | R/W manual Section 14 |
| R/R Clearance Memo | PS&E changes impacting R/R are made | Project listed for advertisement | Right of Way & Land Surveys | R/W manual Section 8 |
| Environmental Certification | Permit requirements change | Project listed for advertisement | Environmental Analysis | http://www.dot.ca.gov/hq/env/ |
| DTM or TMP Manager verification | PS&E changes impacting the TMP are made | Project listed for advertisement | Traffic Operations | DD-60-R2 |
| PE Seal on individual Plan Sheets | Perpetual* | Date of signature | Design (Office of Professional Development) | Business and Professions Code |
| PE Seal on Title Sheet | Perpetual* | Date of signature | Design (Office of Professional Development) | Business and Professions Code |
| PE Seal on Special Provisions | Perpetual* | Date of signature | Design (Office of Professional Development) | Business and Professions Code |
| Project Engineer's Certification of Utility Facilities | Perpetual* | Project listed for advertisement | Design (Office of Professional Development) | PDPM, Appendix LL |
| Storm Water Data Report | When revised permit conditions require a change | Project listed for advertisement | Design | Storm Water Data Report Caltrans Storm Water Quality Handbooks / Project Planning and Design Guide May 2007 See Appendix E |
| Hazardous Waste Report | PS&E changes impacting area of contamination requirements change | Project listed for advertisement | Environmental Analysis | PDPM CH. 18 |

* The seal is valid in perpetuity as long as there have been no revisions to the sheet on which the seal is affixed. (An example of a revision is when CCOs are approved during the construction phase of the project and the engineer of record is not available to approve the change. A licensed engineer can sign off on the change, and that individual would be responsible for the change as well as any other items related to that change.)